

SPECIAL EVENT APPLICATION/PERMIT

DATE APPLICATION RECEIVED _____

PERMIT APPLICATION NUMBER _____

Name of Event: _____

Facility/Location Requested: _____

Event Date(s): _____ Event Hours: From: _____ AM/PM To: _____ AM/PM

Setup Date(s): _____ Setup Hours: From: _____ AM/PM To: _____ AM/PM
(must include set-up/clean-up & decoration time)

Estimated: Participants _____ Spectators _____ Vehicles _____ Vessels (for Boating events only) _____

Type of Organization (Check one): Not for Profit ☐ For Profit ☐ Individual ☐

Federal I.D. # _____ Tax Exempt #: _____ Tax #: _____ SS #: _____

Do you anticipate this event being held next year? ☐ Yes ☐ No If so, Date: _____ Location: _____

Sponsoring Organization Name: _____ Office Phone: _____

Contact Person Responsible for Event/Charges: _____ Email Address: _____

Phone: Work #: _____ Home #: _____ Fax #: _____ Cell/Pager PH# _____

Address: _____ City _____ State _____ Zip Code _____

Additional Contact Person: _____ Work #: _____ Email Address: _____

Please Note: C - City, A - Applicant, O - Other or NA - Non Applicable to All That Apply For Your Event

(The Following Activities/Uses May Require Permits, Fees and/or Additional Documentation)

✓	TYPE OF EVENT	EVENT DETAILS	EQUIPMENT AT EVENT	STAFF NEEDS
_____	1. Carnival/Circus/Fair	_____ 11. Admission Charge/ Ticket Sale	_____ 23. Audio/Video/Sound Equipment	_____ Hourly Rates per person
_____	2. Exhibit	_____ 12. Alcohol Beverage Sales	_____ 24. Inflatable Devices	_____ 35. EMS (\$21)
_____	3. Festival	_____ 13. Concession Stands	_____ 25. Portable Restrooms	_____ 36. Police Supervisor (\$28)
_____	4. Fishing Tournament	_____ 14. Field Preparations	_____ 26. Registration Table	_____ 37. Event Management(\$25)
_____	5. General Meeting	_____ 15. Fireworks/Pyrotechnics	_____ 27. Sports Equipment	_____ 38. Fire(\$21)
_____	6. Parade	_____ 16. Food/Beverage/Catering	_____ 28. Stage/Props/Production	_____ 39. Police(\$25)
_____	7. Picnic/Party	_____ 17. Merchandise Sales	_____ 29. Tables & Chairs	_____ 40. Public Works(\$20)
_____	8. Tournament/Competition	_____ 18. Open to Public	_____ 30. Tents/ Banners/Signage	_____ 41. Recreation & Parks(\$15)
_____	9. Wedding Reception	_____ 19. Special Set-ups	_____ 31. Trash Cans/ Dumpster(s)	_____ 42. Code Enforcement (\$25)
_____	10. Other, Explain	_____ 20. Street, Lane, Sidewalk Closure	_____ 32. Video Equipment	
_____		_____ 21. Vendors Number of: _____	_____ 33. Mobile Stage –Times: Set up _____	Take Down: _____
_____		_____ 22. Water/Electric	_____ 34. Other, Explain _____	

*** A MAP AND/OR DIAGRAM OF THE PROPOSED EVENT SITE/LAYOUT/ ROUTE MUST BE SUBMITTED WITH THIS APPLICATION***

If you checked any of the above items, provide a complete description of the event/request on a Special Event Backup sheet.

Please Provide Below a Detailed Description of Event and all City services requested

HOLD HARMLESS AGREEMENT: The Contractor, Vendor or User hereby promises and agrees to indemnify and save harmless the City of Leesburg, a municipal corporation, its officers, agents, and employees, from and against any and all liability, claims, damages, demands, expenses, fees, fines, penalties, suits, proceedings, actions and cost of actions, including attorneys' fees for trial and on appeal of any kind and nature arising or growing out of or in any way connected with the performance of the Agreement whether by act or omission of the Contractor, Vendor, officers, agents, servants, employees or other or because of or due to the more existence of the agreement between the parties.

The applicant will supply a "Certificate of Insurance" reflecting minimum coverage of the amount deemed by City Staff per occurrence for bodily injury and property damage. The City of Leesburg as additionally insured which will be noted on the Certificate. The Certificate will indicate that the applicant's insurance policy will not be cancelled without thirty days prior written notice to the City. The undersigned agrees to abide by the regulations governing the said facility and is responsible for charges incurred and must supply a "Certificate of Insurance" to the Recreation & Parks Department no later than five (5) calendar days prior to program/event date. Copyright Law: Licensee assumes all costs arising from the use of patented, trademarked or copyrighted materials, equipment, devices, processes, or dramatic rights used on or incorporated in the conduct of any event covered under the agreement and licensee agrees to indemnify and hold harmless devices, processes or dramatic rights furnished or used by licensee in connection with the agreement and will defend the City from any such suit or action, regardless of whether it is groundless or fraudulent.

CERTIFICATION BY APPLICANT: I certify that I have read this application and that all information contained in this application is true and correct. Any falsehoods or misrepresentations will constitute a criminal violation of the Florida State Statute. I certify that I have received a copy of Statute #817.034. I agree to comply with and be bound by any and all applicable provisions of the city code. I understand the event may be cancelled by the Chief of Police or The Fire Chief should any conditions/stipulations of the permit or city ordinance or state statute be violated. I certify that I am authorized by the organization named herein to act as its agent for the herein described activity. I also have received the notice informing me of my responsibilities and obligations should I cancel the event.

By filing this application, I, and the organization on whose behalf I make this application, contract and agree that we will jointly and severally indemnify and hold the city harmless against liability, including court costs and attorneys' fees for trial and on appeal, for any and all claims for damage to property or injury to, or death of persons arising out of or resulting from the issuance of the permit or the conduct of the activity or any of its participants.

Licensee Signature_____
Date

LICENSEE CERTIFICATION

I hereby certify that all the information contained herein is true and correct to the best of my knowledge. If any portion is found to be false or misrepresented, such fact may be just cause for immediate revocation of any permit(s) issued.

Signature of Applicant: _____ Date: _____

Subscribed and affirmed before me _____ / _____ / _____ By(Print Applicant Name) _____

He/she is personally know to me OR has presented _____ As identification and who did take an oath.
(type of identification)

Notary Signature and Seal: _____ My commission expires: _____

The program/event will be terminated should licensee cause any violation of Local, State or City of Leesburg laws and ordinances.

OFFICE USE ONLY

COPIES OF THIS PERMIT REVIEW BY (CHECK). RECOMMENDING APPROVAL BY INITIAL/DATE.

Date

Date

_____ Electric & Gas Department	_____ Occupational License	_____
_____ Recreation & Parks Department	_____ Fire Department	_____
_____ Public Works Department	_____ Police Department	_____
_____ Water/Wastewater Department	_____ Building Division	_____
_____ Code Enforcement Division	_____ Planning Division	_____

Permit ☐ Approve ☐ Deny

By Authorization of _____ Date _____

Received: _____
Application Fee: _____

Date

Received: _____
Clean Up Bond _____

Date

Special Event Fees: _____

Certificate of Insurance _____

***** If you checked any of the items from page number one, provide a complete description by number of the event/request. Additionally, please note all City services you are requesting.***** (Add additional sheet, if needed)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

PROPERTY OWNER & AGENT AFFIDAVIT*

DATE: _____

Before me, the undersigned authority personally appeared _____ (property owner's name), who being by me duly sworn on oath, deposes and says:

1. That said authority is the fee-simple owner of the property legally described in this application.
2. That said authority desires a SPECIAL EVENT to allow:

3. That said authority (property owner) has appointed _____ (agent's name) to act in his behalf to accomplish the above, and before me the undersigned authorized agent personally appeared and, being by me duly sworn on oath, deposes and says:

- A. That he/she affirms and certifies that he/she understands and will comply with all ordinances, regulations, and provisions of the City of Leesburg, Florida, and that all statements and diagrams submitted herewith are true and accurate to the best of his/her knowledge and belief, and further, that this application and attachments shall become part of the Official Records of the City of Leesburg, Florida, and are not returnable.
- B. That the submittal requirements for the application have been completed and attached hereto as part of the application.

PROPERTY OWNER'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before me on _____ (date) by _____ (name of affiant, deponent, or other signer). He/she is personally known to me or has presented _____ as identification.

NOTARY PUBLIC
SEAL:

AGENT'S SIGNATURE

STATE OF FLORIDA
COUNTY OF LAKE

Subscribed and sworn to (or affirmed) before me on _____ (date) by _____ (name of affiant, deponent, or other signer). He/she is personally known to me or has presented _____ as identification.

NOTARY PUBLIC
SEAL:

***NOTE: PROPERTY OWNER MUST SIGN AFFIDAVIT. WHEN AGENT IS REPRESENTING CASE, BOTH AGENT AND PROPERTY OWNER MUST SIGN AFFIDAVIT.**